

VEHICLE ACCIDENT INVESTIGATION

- ♦ If there are injuries, call for assistance
- ♦ Give reasonable help to injured. Do not give more aid to an injured person than you are qualified or trained to give. Movement of injured persons should not be undertaken if likely to cause further injury.
- ♦ Notify the police

If there are no injuries and the damage is estimated to be under \$750, this step may be omitted.

If there are no injuries and the accident occurs on private property, this step may be omitted.

- ♦ If the other party feels the State is responsible, give them the **green** "Citizen's Claim Procedure" form. An example of this form can be found in the appendix. **DO NOT ACCEPT RESPONSIBILITY OR DISCUSS WHETHER OR NOT YOU WERE AT FAULT!** Refer all claim related questions to Risk Management.

Loss Reporting

- ♦ Notify your supervisor and insurance coordinator as soon as possible
- ♦ Complete the **"Auto Accident Report Guide"** form. Be sure to get names, addresses and phone numbers from all witnesses. The supervisor signs the completed form and submits it to Risk Management. A completed example of this form can be found in the appendix.
- ♦ If the accident involves serious bodily injury or extensive property damage, contact Risk Management immediately at 208-334-3930.

Each Vehicle Should be Supplied With the Following:

- ♦ Registration (Proof of Ownership)
- ♦ Certificate of Financial Responsibility (State agencies)
- ♦ Idaho Auto Accident Report Guide

- ◆ Citizen's Claim procedure (green form)

In addition all CDL vehicles must have the following:

- ◆ Post Accident Testing Emergency Assistance Chart
- ◆ Post Accident Testing Requirements